

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **SENIOR STORM DRAIN MAINTENANCE WORKER**

DEPARTMENT: **PUBLIC WORKS**

BASIC FUNCTION:

Under general supervision, perform and lead the activities of the Storm Drain Maintenance Program (SDMP) which includes operation and maintenance of the City's storm drain system. This may include but is not limited to streets, gutters, catch basins, brow ditches, under sidewalk drains, underground pipes, outlets, and any structural Best Management Practice (BMPs) involving the storm drain system, and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the senior level class in the Storm Drain Maintenance Worker Series. It is distinguished from the Storm Drain Maintenance Workers by the ability of on-going lead responsibility over a storm drain maintenance crew and from the Public Works Supervisor which is the first supervisory level, in charge of the storm drain maintenance crew. Positions in this class are flexibly staffed and are advanced from the Street Maintenance Worker III class, or require experience in storm drain maintenance.

KEY RESPONSIBILITIES:

Plan, organize and assist in supervising subordinate personnel in assigned divisional programs and activities. Assigned areas include, but are not limited to, the following:

Provide lead supervision to maintenance staff involved in the operations and maintenance of the City's storm drain system components.

Assist in preparing job estimates and establish priorities for work crews.

Oversee the accuracy and maintenance of material and equipment.

May assist in requisition supplies and materials and monitor inventories.

Review work performed as assigned in the storm drain system including but not limited to streets, clean gutters to prevent from storm drain, inspect catch basins for hazardous materials, catch brow ditches contaminated and ensure contact with home owners associations or other responsible parties, under sidewalk drains, ensure maintenance of underground pipes, outlets, and any structural BMP's in or adjacent to the storm drain system.

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Maintain knowledge of database applications for planning, records management, reporting, and records retention.

Keep detailed records of the accuracy and maintenance of time, material and equipment.

Ensure the maintenance of various records and prepare reports as required.

Respond to and resolve citizen complaints encompassing storm drain related customer requests.

Perform after hours on call duty on a rotating basis, and perform on-call staff.

Ensure proper disposal of all waste materials removed from the storm drain system, and containment if testing is required; contact with appropriate vendors and/or agencies.

Maintenance and operation of the City's storm drain system cleaning equipment.

Train other less experienced staff on safe work methods and equipment relating to storm drain components.

Assist in coordinating field services maintenance activities with other City departments, divisions and sections, and with outside agencies.

Assist in performing storm cleanup by removing trash and debris build-up on grates and inlet wings before, during and after storms, and monitor areas prone to flooding.

Perform related duties as assigned.

QUALIFICATIONS: (May vary depending on the assignment)

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

General compliance issues pertaining to the storm water permit.

Materials, methods, practices and equipment pertaining to the operation of the assigned functional area.

Tools and equipment used in storm drain maintenance, repair and reconstruction.

Safe work practices and procedures and principles of safe work methods and equipment.

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Geography in the City, including the location of streets, drainage and sewer facilities.

Principles of supervision.

Ability to:

Assist in supervising staff responsible for a comprehensive program for assigned functional areas, such as operation, maintenance and repair work for streets, drains, facilities, water and sewers.

Work independently in the absence of supervision.

Estimate cost-effective ways for efficient and effective operation of functional responsibilities.

Communicate clearly and concisely, both verbally and in writing.

Understand and carry out verbal and written instructions.

Train and evaluate subordinates.

Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade and supplemented by course work or specialized training in environmental issues and laws, storm water pollution prevention, watershed concepts, drainage and water flow dynamics.

Specialized training in personnel supervision would be desirable and three years of increasingly responsible experience in the assigned area in addition to one year performing at the lead level.

License of Certificate:

Possession of a valid California Class A Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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The physical demands and the work environment characteristics described here are representative of those required for the performance of duties.

PHYSICAL REQUIREMENTS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematic data, narrative and statistical information and documents; analyze and solve problems; use math and apply mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, vendors, contractors, and the public encountered in the course of work.

Employee may be required to lift up to 40 lbs without assistance.

ENVIRONMENTAL SETTING:

Depending on the assignment, incumbents may be exposed to standard office environments as well as dirty, dusty, odiferous environments, on construction sites, and in confined spaces in underground storm drain systems in the course of monitoring work or supporting work crews.

Employee is required to travel within and outside City limits during normal work hours and periodically in the evenings and on weekends during emergency call outs.

DATE APPROVED: August 2008